



Eleventh Judicial Circuit of Florida

Judicial Support Administrator 1 (Data Entry Specialist)- Adult Drug Court Circuit Criminal Division

SALARY	\$37,766.92 Annually	LOCATION	Miami, FL
JOB TYPE	Full-Time	JOB NUMBER	2024-9252
DIVISION	Circuit Criminal Division	OPENING DATE	07/15/2024
CLOSING DATE	7/29/2024 11:59 PM Eastern		

Description

Salary is Non-Negotiable. The successful candidate will be hired at the minimum salary.

The employee in this position is responsible for performing a variety of administrative and clerical duties, in support of the Drug Court Division of the Circuit Criminal Court. These tasks include collecting, entering, and organizing data for non-case managed participants, grants, and other performance metrics within Florida Drug Court Case Management System (FDCCM) and SAMHSA's Performance Accountability and Reporting System (SPARS).

Responsibilities

- Participates in weekly client staffings.
- Generate data in compliance with the requirements of the grant.
- Generate monthly reports to monitor Adult Drug Court (ADC) performance measures and track grant referrals, admissions, and discharges.
- Distributing monthly reports to team members and providers detailing FDCCM data entry deficiencies.
- Input GPRAS data into SPARS at the stages of admission, follow up and discharge.
- Conducting routine comprehensive reviews across the system to close inactive cases within the web-based platform.
- Inputting and organizing data into the ADC case management system, FDCCM.
- Attending court hearings to obtain updated client information.
- Performing other duties as assigned.

Qualifications

- Bachelor's degree from an accredited college or university.
- One (1) year of related experience

Knowledge, Skills and Abilities (KSAs):

- Bilingual in English/Spanish preferred.
- Ability to understand and carry out oral and written instructions.
- Ability to communicate effectively, clearly and concisely, orally and in writing.
- Ability to meet and deal effectively with the judiciary, and court administrative staff.
- Ability to deal with difficult court users using tact and good judgement.
- Must possess excellent customer service and interpersonal skills, displaying willingness to help others and maintaining a positive attitude at all times.

- o Excellent organizational skills.
- o Excellent time management skills.
- o Ability to multi-task.
- o Technological literacy in computer software systems such as, Microsoft Office, Teams, and video conferencing software such as Zoom.
- o Ability to understand and adhere to court policies and procedures delineated in the employee handbook.

Working Conditions/Physical Demands/Licenses Certifications

Working Conditions:

- Moderate noise; business office setting.

Physical Demands:

- Work involves a significant amount of standing, walking, sitting, typing, talking, listening, stooping, and reaching with hands and arms; must be able to transfer up to 10 pounds.

Agency

Eleventh Judicial Circuit of Florida

Address

175 NW 1st Avenue
Suite 2400
Miami, Florida, 33128

Phone

(305) 349-7351

Website

<https://www.jud11.flcourts.org>

Judicial Support Administrator 1 (Data Entry Specialist)- Adult Drug Court Circuit Criminal Division Supplemental Questionnaire

*QUESTION 1

Do you have a Bachelor's degree?

- Yes
- No

*QUESTION 2

Are you fluent in Spanish?

- Yes
- No

QUESTION 3

Please rate your proficiency using Microsoft Outlook.

- Beginner
- Intermediate
- Advance

*QUESTION 4

Please rate your proficiency using Microsoft Word.

- No experience
- Beginner
- Intermediate
- Advanced

***QUESTION 5**

Please rate your proficiency using Microsoft Excel.

- No experience
- Beginner
- Intermediate
- Advanced

***QUESTION 6**

Do you have any experience working with a population with substance use disorders?

- Yes
- No

***QUESTION 7**

How did you learn about this vacancy?

- Eleventh Judicial Circuit Website
- Office of the State Courts Administration Website
- National Center for State Courts
- College/University
- Law School
- The Florida Bar Career Center
- Indeed
- Twitter
- Job Fair
- Professional Association Website
- LinkedIn
- Other

***QUESTION 8**

Are you currently employed by the Eleventh Judicial Circuit of Florida?

- Yes
- No

*** Required Question**